

Virginia Wireless E-911 Services Board

Project Management Monthly Activity Report

Vendor: Kimball & Associates
 Region/Locality: Tri-Cities
 Period: 8-31-02 to 9-27-02

Activity Report					
Task	Locality	% Complete	Total Hours	Hours this period	Comments
Active Tasks					
PSAP Planning		45%	126.5	45	See attached comment sheet for all tasks
PSAP Assessments		90%	140	9.5	
Funding Request/True Up Assistance		50%	101	65	
LEC/WSP Liasion		30%	99	25.75	
Installation Oversight		10%	2.75	2.75	
Cut-Over Assistance		5%	11	11	
System Implementation		15%	56.5	56.5	
Mapping/GIS Assistance		5%	17.25	17.25	
Project Reporting		40%	139.25	37	
Training		0%	0	0	
Acceptance Testing		0%	0	0	
			693.25	269.75	
Completed Tasks					
			0	0	

Issues of Importance		
Issue	Actions Proposed to Resolve Issue	Comments
WSP's not pre-scheduling testing with PSAP's	Working with WSP's to coordinate tests with PSAP's	
No standardized test for WSP's-each one doing their own methods of testing	Developing a standard test procedure for PSAP's to use	Standard test should help to eliminate confusion at PSAP's
Charles City logging recorder will need to be replaced before the county can go live with PI	Working with the county to prepare specs for new system	Specs will be delivered to county early October

**TRI-CITIES REGION
L. ROBERT KIMBALL & ASSOCIATES
SEPTEMBER 2002 MONTHLY ACTIVITY REPORT**

Comments For Specific Activities

- **PSAP Planning**
 - Worked with Charles City County to determine their options to replace voice logging system, worked with County to develop specifications for new system
 - Worked with each PSAP on initial development of Phase I final deployment plan, developed draft of plan for New Kent County
- **PSAP Assessments**
 - Updated initial assessments in data base
- **Funding/True-Up Assistance**
 - Worked with 5 of the 6 PSAP's to research and prepare FY02 True-Ups
 - Worked to ensure that all FY02 True-Ups were submitted to the Board
 - Worked with 5 of the 6 PSAP's to research, prepare, and submit FY04 Funding Requests
 - Worked to ensure that all FY04 Funding Requests were submitted on time
- **LEC/WSP Liaison**
 - Contacted all WSP's and LEC to ensure that they were aware of status of the PSAP's on Phase I implementation
 - Began process to coordinate Phase I testing between the PSAP's and the WSP's
 - Began working with PSAP's to standardize WSP testing to ensure consistency in region/state
- **System Implementation/Cut-Over Assistance**
 - Worked with all PSAP's to ensure that CPE was ready to receive Phase I information from the LEC
 - Prepared individual assessment/status reports for each PSAP
 - Held monthly status meeting
- **Project Reporting**
 - Prepared and distributed minutes from regional status meeting (copy attached)
 - Collected information and prepared monthly status report for Board
 - Coordinated posting of information on "Buzz-Saw" information web-site for all PSAP's
- **Mapping/GIS Assistance**
 - Worked with PSAP's to confirm call-routing, cell site locations, and relay confirmation to WSP's and their third-party contractors